



## Career Opportunity

# Executive Secretary I - Elections Commission (1450)

Recruitment: REF21010X

Published: January 10, 2023

Accepting applications until: January 20, 2023

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**Department:** Elections

**Job class:** [1450-Executive Secretary I](#)

**Pay range:** \$38.6250/hr - \$46.9625/hr

**Role type:** Permanent Exempt [What does this mean?](#)

**Hours:** Part-time

## About:

The Elections Commission was established by San Francisco Charter § 13.103.5 pursuant to a Charter amendment called Proposition E that was passed by voters in the November 6, 2001 Consolidated Municipal Election. The Commission sets general policies for the Department of Elections and is responsible for the proper administration of the general practices of the Department, subject to the budgetary and fiscal provisions of the San Francisco Charter. The Commission is charged with approving written plans prior to each election, submitted by the Director of Elections, detailing the policies, procedures, and personnel that will be used to conduct the election, as well as an assessment of how well the plan succeeded in carrying out a free, fair, and functional elections.

## Role description

**CLASS AND TITLE:** 1450 Executive Secretary I

**HOURLY RATE:** \$38.6250 - \$46.9625

**CLOSING DATE:** Friday, January 20, 2023 by 5:00 p.m.

**APPOINTMENT TYPE:** Permanent Exempt, Part-time (20 Hours per week)

**Appointment Type:** Permanent Exempt, Part-time. Hours for this position not to exceed 20 hours per week or 1040 hours in 12 months. Exempt employees are considered "at will" and serve at the discretion of the appointing officer.

**Nature of Work:** Evening hours will be required once per month (usually the third Wednesday of the month), and occasionally, a second evening per month (usually the first Wednesday of the month, if necessary). Outside of these meetings, the remainder of the 20 hours per week can be a regular schedule agreed upon by the successful applicant and the Commission officers. **This position is ideal for an individual who is seeking a flexible schedule.**

**Essential Duties of the Position:** According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

- Prepares and distributes agenda, notices, minutes and resolutions of the Commission; maintains records of meetings and official actions of the Commission; certifies all Commission documents and resolutions; types correspondence for members of the

Commission.

- Types minutes of meetings from audio recordings of the meetings, and manages the edits suggested by Commissioners.
- Ensures documents are distributed to the Commissioners, the Director of Elections, and/or legal counsel, as needed; and maintains a public file for certain communications as required by relevant public meetings/open government laws and ordinances.
- Organizes Commission and Committee meetings, including: preparing the agendas with direction from the Commission president or committee chair; publishing the agendas in accordance with applicable laws; preparing and distributing meeting packets to Commissioners and principals, as well as having extra copies for the public; bringing materials to the meetings; ensuring the audio recording of the meetings and, if necessary, posting notices of cancellations accordance with applicable laws.
- Types a wide variety of letters, memoranda, reports and other materials from copy or verbal instructions: may compose routine correspondence in accordance with standard practice and policies.
- Maintains office files for correspondence and records; maintains manuals and updates resource materials.
- Tracks and manages legal and other requirements of Commissioners, including various required annual filings, required training and certification as dictated by law, and other requirements

## How to qualify

### Minimum Qualifications:

1. One (1) year of verifiable executive secretarial experience providing personal and confidential administrative support for a manager by arranging appointments and assisting in the preparation of meetings, responding to public inquiries, reviewing incoming documents, composing confidential correspondence, conducting research and preparing statistical reports. Job duties must be comparable to 1450 Executive Secretary I; OR
2. Three (3) years of verifiable secretarial experience encompassing editing and independently composing letters and other correspondence utilizing computer/software/systems; researching, compiling and organizing data for various reports; and maintaining office/record systems. Job duties must be comparable to 1446 Secretary II; OR
3. Four (4) years of verifiable clerical experience performing specialized assignments, including independently composing and editing correspondence; preparing and maintaining a wide variety of records, reports and documents; researching, compiling, analyzing and organizing data for various reports. Job duties must be comparable to 1406 Senior Clerk; AND
4. Ability to type 55 words per minute (WPM).

Substitution: A recognized secretarial training program of two hundred forty (240) hours OR the equivalent of fifteen (15) semester units in graded secretarial college units, may be substituted for up to six (6) months of the required experience. Proof of satisfactory completion must be submitted at the time of filing.

### Desirable Qualifications:

- Ability to seamlessly prepare for, manage, and facilitate meetings both virtually (e.g., WebEx) and in-person, including room scheduling and real-time coordination with the public.
- Maintain and keep organized the Commission's digital presence, including but not limited to posting agendas, meeting information, and other related documents on its website.

## What else should I know?

To apply, please submit a current, detailed resume and cover letter which describes how you meet the minimum and desirable qualifications. **Documents must be received by 5:00 p.m., Friday, January 20, 2023.**

Note: Applicants will be screened for relevant qualifying experience. Additional screening mechanisms may be implemented in order to determine candidates' qualifications. Only those candidates most qualified will be invited for an interview. Applicants meeting the minimum qualifications are not guaranteed advancement to the interview.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications. Applications completed improperly may be cause for ineligibility or disqualification.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, [david.broekelschen@sfgov.org](mailto:david.broekelschen@sfgov.org).

**CONDITION OF EMPLOYMENT:** All City and County of San Francisco employees are required to be fully vaccinated against COVID-19 as a condition of employment. Someone is fully vaccinated when 14 days have passed since they received the final dose of a two-shot vaccine or a dose of a one-shot vaccine. Any new hire must present proof of full vaccination status to be appointed. Any new hire who will be routinely assigned or occasionally enter High-Risk Settings, must provide proof of having received a COVID-19 booster vaccine by March 1, 2022, or once eligible.

The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.

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